

Iowa College Student Aid Commission

Postsecondary Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

Postsecondary Registration Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

Submit one paper copy and one electronic pdf copy of the application.

GENERAL INFORMATION

Q. *Who must register?*

A. Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

"School" is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

"Presence" means maintaining a physical, postal, telephone or internet address within Iowa. "Presence" does not mean, "located in Iowa".

Q. *What is required to register?*

A. To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

Q. *When must registration and renewal occur?*

A. Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

Q. *Must the school also file a bond under Iowa Code §714.17 et seq?*

A. The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

Q. *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

A. *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State
State Capitol, Room 105
Des Moines, Iowa 50319.
Phone: (515) 281-8993
FAX: (515) 242-5952
Website: www.sos.state.ia.us

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

Initial application	\$4,000
Renewal	\$4,000
Substantive Change or Amendment	\$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.

Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:
[(261B.4(2))] and [(261B.4(1))]

Name of School: Georgetown University

Suite: _____

Street: 37th & O St. NW 204 Healy Hall

City: Washington

State: DC

Zip: 20057

Country: United States

Telephone Number (including country or area code): 202-687-3118

Type of corporation:

☐ For-profit
☒ Non-profit

Address of this school in all in other states, and in foreign countries:

Suite	Street	City	State	Zip	Country	Telephone
		Doha			Qatar	974-4457-8100
		Santiago			Chile	202-687-5601
		Buenos Aires			Argentina	202-687-6130

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

	Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Family	Nurse Practitioner	\$69,388.00	\$35.00*	N/A	N/A	\$69,423.00
	Nurse Midwifery/WHNP	\$77,273.00	\$35.00*	N/A	N/A	\$77,308.00
	Nursing Education	\$55,195.00	\$35.00*	N/A	N/A	\$55,230.00
Adult	Acute/Crit. Care CNS	\$69,388.00	\$35.00*	N/A	N/A	\$69,423.00
	Adult Acute Care NP	\$66,234.00	\$35.00*	N/A	N/A	\$66,269.00
	Combined CNS/ACNP	\$78,850.00	\$35.00*	N/A	N/A	\$78,885.00

*One time transcript fee

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

A percentage of tuition charges is returned to a student based on when during a semester he or she decides to withdraw from a course. Georgetown University's refund policy is outlined in the Graduate Bulletin found in Attachment 1, page 9.

9. Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]

None at this time.

Offered outside of Iowa

Georgetown offers undergraduate and graduate degrees as well as medical and law degrees, post-doctoral degrees, post-doctoral positions, and a growing number of specialized certificates and continuing education programs.

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: John J. DeGioia, Ph.D., University President

Suite: _____

Street: 37th & O Streets, NW 204 Healy Hall
City: Washington
State: DC
Zip: 20057
Country: United States
Telephone Number (including country or area code): 202-687-4134

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))].
Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

Attachment 2 includes a copy of the Disclosure that will be provided as an addendum to the Graduate Bulletin and distributed electronically to Iowa students prior to registration for classes in the online program.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: Corporation Service Company
Suite: Suite 729
Street: 505 5th Avenue
City: Des Moines
State: Iowa
Zip: 50309
Country: United States

Telephone Number (including country or area code): 866-403-5272

Name, address, and title of the other officers and members of the legal governing body of the school:
[(261B.4(6))]

Officer Number 1

Name: John J. DeDioia, Ph.D.
Suite: 204 Healy Hall
Street: 37th & O St.
City: Washington
State: DC
Zip: 20057
Country: United States
Telephone No. (including country or area code): 202-687-4134

For officers 2 or more, add pages as needed: Please see Attachment 3 for additional officers and members of the Board of Directors.

Owner Number 2

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: N/A
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: Middle States Commission on Higher Education
Suite: _____
Street: 3624 Market St.
City: Philadelphia
State: PA
Zip: 19104
Country: United States
Telephone Number (including country or area code): 267-284-5000
Contact Person: Dr. Debra Klinman

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 2

Name: Commission on Collegiate Nursing Education
Suite: Suite 530
Street: One Dupont Circle NW
City: Washington
State: DC
Zip: 20036
Country: United States
Telephone Number (including country or area code): 202-887-6791
Contact Person: Jennifer Butlin

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 3

Name: Accreditation Commission for Midwifery Education (ACME)
Suite: Suite 1550
Street: 8403 Colesville Rd.
City: Silver Spring
State: Maryland
Zip: 20910
Country: United States
Telephone No. (including country or area code): 240-485-1800
Contact Person: Dr. Mary C. Brucker

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 4+

The accrediting agencies listed above pertain to the online graduate nursing programs. For the complete list of accrediting agencies for Georgetown, please see Attachment 4.

Respond on a separate page:

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

Per the Graduate Bulletin (Attachment 1), academic files are maintained on the Main Campus by the undergraduate and graduate Deans' Offices and the University Registrar. These files contain admissions credentials and records of current and previous academic work. Georgetown University accords to its students all rights under the Family Educational Rights and Privacy Act of 1974, which protects the privacy related to the specific contents of a student's academic record.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: University Registrar
Suite: G-01 White Gravenor Building
Street: 37th & O St. NW
City: Washington
State: DC
Zip: 20057
Country: United States
Telephone Number. (including country or area code): 202-687-4020

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
Alaska	Commission on Postsecondary Educ		Jo Anne Hayden	907-465-6741
Alaska	Board of Nursing		Dr. Nancy Sanders	907-269-8161
Arizona	State Board for Private Postsec. Educ		Not subject to approval/registration	
Arizona	Board of Nursing		Not subject to approval/registration	
California	Bureau of Private Postsec. Educ		Not subject to approval/registration	
California	Board of Registered Nursing		Not subject to approval/registration	

Please see Attachment 6 for a complete list of states in which Georgetown operates.

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

The online Master of Science in Nursing program is delivered on a state-of-the-art learning management system platform that will be easy for students to use. Didactic content is delivered both asynchronously, through recorded lectures, cases, etc. and synchronously, through required weekly real-time video meetings between students and instructors. The online nursing program will also require visits to Georgetown University's Washington D.C. campus to participate in skills assessment as well as clinicals that will take place in health care facilities in Iowa. More detailed information can be found in Attachment 15.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status
Secretary of State	Matt Schultz	515-281-5204	Acknowledgement of Filing

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

☐ Yes ☒ No

If yes, explain below.

[illegible]

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Do you:

Enroll students in Iowa? ☐ Yes ☒ No

Employ Iowa faculty? ☐ Yes ☒ No

Do you intend to:

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☐ Yes ☒ No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

Beginning in the 2011-2012 academic year, Georgetown anticipates 500 new students will enroll in the online graduate nursing programs each year nationwide. Iowa accounts for approximately 1% of the U.S. population and therefore we expect 5-10 Iowa students (1-2% of 500) to enroll in this online Master's in Nursing program. The marketing plan and promotional strategies will be targeted toward building awareness of the program and generating a flow of quality applications from prospective students from throughout the country. The primary method used to promote the online graduate nursing program is the Internet. Copies of the web site and existing marketing brochure for the online graduate nursing programs are attached (Attachment 7). No marketing will specifically target Iowa residents and Georgetown does not have plans to hire Iowa faculty at this time.

Name, address, and telephone number of full-time employees in Iowa.

Name: The School of Nursing & Health Studies at Georgetown University does not currently have any employees in

Suite: Iowa.

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

☒ Yes ☐ No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"? [

(See the *Iowa Code* for details.) ☒ Yes ☐ No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

☒ Yes ☐ No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Audited financial statements for the year ended June 30, 2010 are included as Attachment 8. These financial statements were prepared by PriceWaterHouseCoopers, independent auditors. The auditors' opinion is dated October 7, 2010 and can be found on the first page of the financial statements.

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

The School of Nursing & Health Studies at Georgetown University will make every effort to help online students connect with the university and with other students through the online learning platform. A student accepted into the online Master's in Nursing program is assigned a Student Services Counselor. This counselor assists in questions related to registration, course progression, books, and other "process" type of questions. Online students also have access to academic advisors to service students in matters related to academic progress, such as course failures, academic integrity issues, etc. Additional student services available to all Georgetown students include: Georgetown Library, Counseling & Psychiatric Service, Disability Support Services, and Office of Institutional Diversity, Equity, & Affirmative Action. An additional listing of available student services and other student service information can be found in Attachment 9.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

The Master's in Nursing program is offered through the University's School of Nursing and Health Studies (NHS). The NHS Dean and administration project team vetted this initiative with the graduate nursing faculty Program Directors and the Department of Nursing faculty endorsed the online modality in July 2010. As a graduate program, the online program is also subject to oversight of the Graduate School of Arts & Sciences. The curriculum for the online Master's in Nursing program will be evaluated according to the Plan for Assessment of Student Learning and Outcomes (see Attachment 10).

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

The didactic portion of these graduate nursing programs will be delivered online and Georgetown will not have classrooms or other physical locations in Iowa. However, students will participate in clinical experiences in health care settings in Iowa.

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

This statement is included as Attachment 16.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

The online graduate nursing programs described throughout this application will be offered through Georgetown University's School of Nursing & Health Studies (NHS). NHS is located at 3700 Reservoir Road NW, St. Mary's Hall 101, Washington, D.C. 20057-1107. Phone #: 202-687-3118 Fax #: 202-687-4572 Email: nhsdean@georgetown.edu

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Georgetown's Professional Conduct policy is outlined in section IX, Other University Policies (See Attachment 1, Page 51). An excerpt from the Graduate Bulletin is as follows: "Students who have concerns about treatment they have experienced are encouraged to discuss those concerns with a representative of the Office of Institutional Diversity, Equity, & Affirmative Action (IDEAA). Students wishing to pursue a formal complaint of discrimination in a non-academic matter may do so through the IDEAA (<http://ideaa.georgetown.edu>) or the Office of Student Conduct (<http://studentconduct.georgetown.edu>)."

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Attachment 11 contains copies of the University's Congressional Charter and a Certificate of Good Standing from the District of Columbia. Attachment 12 contains the Iowa Certificate of Authority from the Iowa Secretary of State.

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

Georgetown University's cohort default rate for fiscal years 2006, 2007, and 2008 are 0.2%, 0.2%, and 0.9%, respectively. A copy of U.S. Department of Education's report is included as Attachment 13 and can be found at http://www.nslds.ed.gov/nslds_SA/defaultmanagement/cohortdetail.cfm?sno=0&ope_id=001445.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

The average indebtedness of Georgetown University graduates is \$55,497.

This number includes undergraduate, graduate, medicine, and law programs.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

Georgetown University's current graduation rate is 93%. The calculation is based on full-time, first-time, degree-seeking undergraduates who entered the university in fall 2003 and graduate within six years of attendance (150% of the normal completion time). Graduation rates do not include students who left school to serve in the armed forces or on official church missions or with a foreign aid service of the federal government, or students who died or were totally and permanently disabled. This information from the National Center for Education Statistics is attached (See Attachment 14) and can also be found online at: <http://nces.ed.gov/collegenavigator>.

SIGNATURE

Applicant School Chief Executive Officer

John J. DeGioia, PhD

Name

University President

Title

Signature

Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.